



**CITY OF EAST PROVIDENCE
IT DEPARTMENT
VIDEO PRODUCTION AND VIDEOGRAPHY SERVICES
RFP NO. EP19/20-33
SPECIFICATIONS
BID OPENING DATE TUESDAY, OCTOBER 6, 2020 AT 11 AM**

I. PURPOSE

The City of East Providence is seeking proposals from qualified vendors to provide video production and videography services for City Council public meetings.

II. PROPOSAL SUBMISSION REQUIREMENTS

- A. Bidders must complete and submit all requirements on or before the specified time and date. The proposal must be signed by the Bidder's authorized representative, indicating that, if selected, the Bidder's authorized requirements. The proposal shall remain valid for sixty (60) days following the due date.
- B. Proposal must be received at the following location, no later than **TUESDAY, OCTOBER 6, 2020 at 11am**
 - City of East Providence**
 - Controller's Office**
 - City Hall, Room 103**
 - 145 Taunton Avenue**
 - East Providence, RI 02914**
- C. Proposals that are incomplete or arrive after the deadline are deemed non-responsive and will neither be accepted nor considered.
- D. Bidders must mail all completed proposals.
- E. All proposals, upon submission, will become the property of the City.
- F. Submissions will be opened during a public bid opening on **TUESDAY, OCTOBER 6, 2020 at 11am** at East Providence City Hall, 145 Taunton Avenue, East Providence RI 02914. Bidders may be present during the opening, but attendance is not required.
- G. The City will hold a pre-bid meeting on Zoom for all interested bidders on **THURSDAY, SEPTEMBER 24, 2020 at 2pm**. Please email Kelly Aherns, IT Director KAherns@eastprovidenceri.gov to RSVP.

- H. The City reserves the right to cancel the RFP and award at any time. The City is not liable for any expense incurred by a Bidder in preparing for and responding to this RFP.
- I. All submitted questions and any answers of explanations will be returned as addenda to the RFP, which will be emailed to each Bidder and posted in the Public Bid section of the City's website:
<http://www.eastprovidence.com/content/9457/10056/9188/default.aspx>

III. FORMAT OF SUBMISSION

- A. Introduction:
Provide a brief introduction, qualifications, and background of your firm.
- B. Relevant experience:
Provide a listing of businesses or organizations in which the proposed solution has been implemented and is still in use.
- C. Proposed Solution:
Describe the recommended solution, including all detail regarding any requirements from the City.
- D. Costs:
The sealed costs envelope will be opened after all proposals have been evaluated and ranked.
- E. References:
Provide a name, telephone number, and website address for at least three (3) references to be contracted as your performance on similar projects. Similar sized government agencies preferred. (approx. population 47,330)

IV. SCOPE OF WORK

- A. **The Scope of Work will include:**
 - 1. The videographer will provide videographer and video editing services for the Council Meetings for the 2020-2021 Council and Board Meetings. Council Meetings are normally every other Tuesday (weather and other adjustments maybe made as needed). The videographer must commit to providing services for each meeting for the 2020-2021. Board Meetings will be held on an as needed basis.
 - 2. The videographer will arrive prior to Council meeting to set up, testing equipment and verify the video streaming is ready to stream live.
 - 3. The videographer will provide multiple digital 4K cameras with a minimum of two (2) digital cameras.
 - 4. The videographer must be able to run hybrid (remote/in-person) Zoom meetings.
 - 5. The videographer will be the designated "host" during Zoom meetings, manage webinar participants and approve in-person Zoom participants to speak as well as telephone participants.
 - 6. The videographer will take an active role in management of the meeting, including but not limited to:
 - a) Assisting presenters "share" presentations
 - b) Casting the Zoom meeting on the City's two 70" Samsung Monitors
 - c) Monitor sound and video quality
 - d) Stream live to the City's various social media accounts including Facebook and You Tube

- e) Stream to Clerkbases)
 - f) Stream to Zoom
7. The videographer will provide, manage and update all necessary equipment for this video service.
 8. The videographer will actively manage and correct any disruption in video streaming by utilizing multiple troubleshooting techniques to guarantee quality streaming meetings. The videographer will be offered wired, WI-FI and external MI-FI to guarantee multiple failovers for live streaming.
 9. The videographer will manage presentation materials by screen casting provided materials to City Council Televisions. The videographer will incorporate / focus camera as necessary to items during the presentation by zooming in on slides, videos and other documents that are presented to the Council.
 10. The videographer is responsible for actively managing sound from the Council microphones and adjusting volume during the meeting as necessary.
 11. The videographer is responsible for actively communicating to Council persons and/ or presenters to utilize the microphone appropriately for the best sound quality for the streaming video as well as the stored video. The videographer is required to assist Councilpersons and/or Presenters to speak directly in the microphone, turn off microphone when not speaking, and to actively modulate voice/microphone to reduce voice volume or low quality of sound.
 12. The videographer will upload a copy of the full recorded meeting to the City's ClerkBase's web portal within 8 hours of the official close of the meeting. The videographer will contact the City's web portal provider (Clerkbases) by email after the upload is successful to initiate the video link to the current agenda.
 13. The videographer will burn a DVD and provide clean, labeled by date copy to the City Clerk.
 14. In the event the videographer will not be available for a scheduled meeting, the videographer commits to providing a high quality replacement videographer to provide the exact same high quality video service.

B. Video Specifications

Length of Video

The video length will be approximately 3-6 hours in length depending on the meeting schedule.

C. Shooting Location(s)

The main location will be City Council Chambers, 145 Taunton Avenue, East Providence, RI. Any other location will be announced two weeks in advance to allow proper vetting and testing of a new site. The City will incur costs to conduct an off-site meeting not located in the City Council Chambers. The videographer will be responsible for securing any necessary equipment to provide the full functionality at remote sites. The videographer will gain approval from the City for any rentals or expenses relating to off-site productions.

Video Style

The video should reflect multiple angles and live maneuvering camera angles to focus on the Council Members and/or Presenters that are speaking into the microphone holding the floor. Presentation Documents/Slides during presentations to or by Council should be included as the

presentation unfolds to create the best, most inclusive video of all the information rendered in the meeting.

Sound

The videographer will cease sound recording of all City Council microphones before the meeting, during any break that is called by the Council and at the closing of the meeting by the Council. The videographer will take precaution to not record or film any person in the audience.

Production Values

The videographer will strive to meet the best available digital HS quality (minimum 480p) for DVD production and for live video streaming.

Narration

Narration is not normally requested as part of the monthly City Council meetings.

Animated Graphics

Animated Graphics are not normally requested as part of the monthly City Council meeting.

Titles, Sub-Titles and Headlines

The City requests a beginning title with the following information:

City of East Providence

-Meeting Entity (Council, Zoning, Planning etc.),

-Date, Time

-Location of meeting

-Other: Regular, Special, Emergency, Joint, Budget etc.

D. Pre-Production Requirements

Setup of streaming and recording requirements to include laptop, internet connection, microphones, sound system, TVs, Clerkbase Open Gov portal and City social media sites for streaming.

-Presentations for meeting loaded on TV for meeting

-Successful testing of recording, sound, streaming and presentations

E. Post-Production Requirements

-Upload video from hard drive to City's Open Gov platform

-Logoff of all network and social media accounts.

-Contact City Clerk and Open Gov regarding successful upload and request link to agenda

-Burn (2) DVDs. Deliver DVDs to City Clerk and Cox Communication.

F. Vendor or Technical Support Requirements

Vendor is responsible for an end to end successful production of streaming meetings to the OpenGov website, social media platforms, uploading video and delivering DVD to the City and Cox.

G. Equipment, Cabling, Camera, DVDs, Connectors, Power Supply

The vendor is responsible for providing all equipment for video production including a laptop, digital camera, digital camera switch, connector and any equipment necessary.

V. CONTRACT REQUIREMENTS

1. Written Agreement. By submitting a proposal to the RFP, a Bidder signifies that is willing and able to enter into an agreement with the City to fulfill each of the terms found in the RFP.
2. Confidentiality: Each Bidder must be willing to guarantee the confidentiality of all files, emails, documents, and other information that is migrated or accessed in execution of their submitted proposal. Each bidder must also be willing to use reasonable precautions and processes to prevent unauthorized access, use or disclosure of any file, email, document or other information.

VI. SELECTION CRITERIA

1. Proposals received will be reviewed and graded by a committee of employees. If deemed necessary, the City may conduct interviews with top ranked Bidders to gather additional information or to request a product demonstration to facilitate the selection process.
2. Proposal will be evaluated and ranked based on the following weighted criteria:
 - Quality of the proposed plan including an execution date within 30-45 days of a signed contract (25%)
 - Setup and training services (25%)
 - Previous Experience / References (25%)
 - Costs: One time setup costs (25%)-The cost in the sealed envelope will be weighted after all proposals have been evaluated and ranked based on the previous criteria.